FUNCTIONS AND ACTIVITIES THESAURUS

FOR

BUSINESS,

ACADEMIC,

NOT-FOR-PROFIT,

AND

GOVERNMENT

ENTITIES

Developed by
the
Functions Thesaurus Working Group
of the
Records Management Roundtable
of the
Society of American Archivists

2010

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Introduction

The *Functions and Activities Thesaurus for Business, Academic, Not-for-profit, and Government Entities* is the culmination of a project by the Functions Thesaurus Working Group of the Society of American Archivists Records Management Roundtable. The thesaurus is intended for open access use by government, academic, and business records centers and archives for use in functional (function-based) classification of records and to aid in the arrangement and description (including electronic description) of archival materials.

The thesaurus is meant for the proper classification of records of corporate bodies (governments, academic institutions, not-for-profit agencies, government offices, etc.) as functions or activities, and not for use for manuscripts, personal papers, or family papers, which require an occupational or genre thesaurus for proper classification and description.

Increasingly, records centers and archives the world over are beginning to arrange and describe their records according to a function-based, rather than structure-based, classification system. The advantages and disadvantages of this system of classification are discussed in readings cited in the "Sources" section at the end of this introductory material. Records managers and archivists in Canada and Australia, among many other nations, have worked for decades to produce systems of macro-appraisal (Canada) and the continuum model of records (Australia) that often utilize a function-based approach to classification. The working group also found evidence of the development of function-based systems in United States records centers and archives in recent years. They also discovered that while functional thesauri had been created for some institutions (mostly government and academic), no single thesaurus existed for use by all institutions of government, academia, and business; nor was there a comprehensive thesaurus that was an attempt to include as many functions and activities as possible in one source. Also important, the group noted that there was no one format for naming functions, nor a standardized method of defining the functions, a challenge the working group tried to meet.

Archivists who collect inactive records from institutional records centers approach functional classification differently than do records managers, but the principles are the same. Archivists transfer functional classification from the records center into functional arrangement and description in the archives. In existing conceptual models, functions have often been treated as attributes of other entities. When describing records, functional terms have been assigned as access points for discovering materials. In the MARC Bibliographic Format this is accomplished

using field 657 (Index Term – Function), while in Encoded Archival Description (EAD) there is an analogous <function> element. Newer descriptive models, such as the *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families* (ISAAR (CPF)) and the *Functional Requirements of Authority Data* (FRAD) have also enabled archivists to include functions and activities in descriptions of records creators. The use of functional terms in creator description has been enabled in the MARC Authority Format as field 372, and in the newly released *Encoded Archival Context, Corporate Bodies, Persons, and Families* (EAC-CPF) in the <function> element. Given the possibilities for enhancing archival description by function of the records creator, the working group decided to create the functions thesaurus that was compatible with each of these records formats.

As this thesaurus was being constructed, the EAC Working Group of the Society of American Archivists began planning for an EAC-Functions protocol and XML schema to complement and the recently released *International Standard for the Description of Functions* (ISDF) (discussed below). The working group felt that this thesaurus might become an aid to that group in their efforts.

What Is Functional Classification?

Modern archival science has practiced arrangement of records created by a corporate body from a structural point of view for over a century. Structural arrangement (also called hierarchical arrangement) is the systematic grouping of records according to the organizational structure of the entity that created the records. Archivists may have one record group for the president's records, another for the comptroller, and yet another for the finance committee or board of directors. Those who use this form of arrangement develop a classification system that mirrors the organizational chart of the organization. However, problems arise when the structure of the organization changes, as often occurs when a new administration takes over or after a merger or acquisition. In the 1970s, 1980s, and early 1990s, a movement arose among archivists in the United States that looked at what are called "documentation strategies," methodologies used to determine which records by which record creators are most important and therefore worthy of acquisition, maintenance, and preservation by archives. The leaders of this movement argued that sometimes those who are most important are not always at the top of the hierarchical arrangement. Helen Samuels, in her highly influential book *Varsity Letters*, argued that in a university setting, for instance, the records of students are not often sought by archivists for inclusion in the university archives, though students make up a majority of the population of a university and are arguably an important reason why universities exist.

Records processors, such as records analysts and appraisal archivists, sometimes resort to functional classification, arrangement, and description of records in order to capture the important records of populations within the organization (such as students in a university setting) that are historically not collected under a structural classification of records. These records processors are increasingly adopting the method of functional classification (also called function-based classification) for the records in their care.

Functional classification is a method of records analysis that looks at the activities and transactions of record creators within an organization and adopts a taxonomic structure that reflects these activities and transactions. Records managers who use the system do not worry about the place of the creators within the organizational structure, but instead see the functions of the organizational units as paramount. For instance, in a typical business organization, financial auditing is a function of the comptroller. But when the organization merges with another office, this function could be transferred to the chief financial officer or treasurer (who often supervises the comptroller) or even an audit committee. Another example is the current trend in some research universities to re-arrange the academic units of the school, often putting library schools and schools of education in one "college," whereas they were formerly separate entities. Such changes alter the hierarchical structure of the university, but the functions remain the same for this part of the university, though they may have changed records creators. Records managers practicing a functional classification system treat "financial auditing" as the focus of control of the records, not which office exercises this control, as a structural classification system does. Using a functional classification system, records managers do not have to re-number or re-name series or change box labels when the function passes from one office to another after an organizational restructuring. Archivists, likewise, do not have to shift records from one record group to another to mirror the current hierarchical arrangement within the institution.

The History of Functional Classification

When Muller, Feith, and Fruin wrote their *Manual for the Arrangement and Description of Archives* in the late nineteenth century, they acknowledged the possibility of arranging and describing records series by function rather than the hierarchical structure of the organization.[1] Likewise, Theodore Schellenberg also recognized the potential for functional arrangement and description.[2] But it was not until the advent of macro-appraisal in Canada in the 1980s and 1990s that archivists began using the function of the creator as the basis for arrangement and description on a large scale. During the same time period, archivists and records managers in Australia, recognizing the need for a new system for processing electronic records, which were becoming more prevalent and widespread in the operations of national and regional governments, developed the Continuum Model for recordkeeping, culminating in the Australian National Archives' *Developing an Integrated Record Keeping System* (DIRKS), which included a thesaurus of function-based terms for governmental agencies, called *Keyword AAA*.

[1] S. Muller, J. A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives* (New York: H. W. Wilson Company, 1968): 22-5, 147-8. For discussion of this, See Peter Horseman and Eric Kettelaar, "Introduction to the 2003 Reissue" in S. Muller, J. A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives* (Chicago: Society of American Archivists, 2003): v-xxxiii.

[2] T. R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago: University of Chicago Press, 1969): 53-4, 57.

In the United States, academic institutions such as Pennsylvania State University and Tufts University developed functional thesauri for academic use, though they differed greatly in the overall taxonomic arrangement and the grammatical format used for the terms in their respective thesauri. The Baker Library of the Harvard University Business School has used functional classification since 1938. Governments, such as that of the states of Vermont and North Dakota, developed functional classification schemes for their records, but these also lacked uniformity in formatting of the names of functions and definitions of the functions across institutions. Clearly, a need for a definitive tool for functional classification, arrangement, and description of records was necessary.

Over the course of the late 1990s and early twenty-first century, international and national standards organizations and professional associations developed a number of standards that called for, supported, or could be enhanced by functional classification. These included the international records management standard *Records Information and Documentation – Records Management* (ISO-15489), a standard for metadata, *Records Management Processes – Metadata for Records* (ISO-23081), a standard for the creation of authority records for records centers and archives, *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families* (ISAAR(CPF)), and the *International Standard for Describing Functions* (ISDF), which was in draft form when this thesaurus project began.

Librarians and archivists also developed tools for bibliographic and archival description that included the option of further enhancing these by providing reference to the function of the corporate body that created the materials. These included Encoded Archival Description (EAD), Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF), and MARC21. The working group considered all of these when developing this functions thesaurus and consulted them regularly during the process. Also considered by the working group was the United States national standard *Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies* (NISO/ANSI z39.19), which was used as a model and guidebook in the development of the structure of this thesaurus.

The *Art & Architecture Thesaurus* (AAT), a universal tool used by records managers and archivist not only in the United States, but internationally, was put together in previous decades and added to as time and staff resources permitted. The AAT contains many function terms and these were used as reference points for some of the terms in this thesaurus, but the function terms are buried alongside other types and forms of terms and are sometimes hard to locate, making the use of the AAT to a records manager or archivist somewhat cumbersome. Some of the definitions from the AAT were referenced and some were copied verbatim in this thesaurus. Other sources for terms and definitions are given below in alphabetical format. This thesaurus is not meant to replace the AAT, other universal thesauri, or thesauri or classification schemes constructed for or by industries or specific organizations, but only as a supplement and a starting point for such industries and specific organizations in developing and standardizing their own functional classification taxonomy.

Formation of the working group

In the Spring of 2007, the vice-chair/chair-elect of the SAA Records Management Roundtable began preparations for the formation of a working group within the roundtable membership to create a functions thesaurus to serve as a tool for records managers and archivists in the classification and description of materials by function.

The working group formed in September 2007 and began working toward the goal of creating a functions thesaurus that could be used by government, academic, not-for-profit, and business records managers and archivists. The group first explored the various standards in place and summarized them with an eye to determining what requirements, if any, existed within these standards for functional classification and the description of archival materials by function. Next, the group created two subcommittees, the first to explore different options for the grammatical form of functions and to come up with a statement on naming functions (below) to provide consistency within the thesaurus, and the second subcommittee to explore the different methods of defining a function and to come up with a statement on the defining of functions.

Members researched government, academic, not-for-profit and business enterprises and developed an understanding of the transactional processes in each by utilizing already created thesauri and taxonomies by these entities. Also consulted were many English language dictionaries, in general form and specific forms for certain entities, industries, or professions. From this research, the working group developed a functions thesaurus, first on a Web 2.0 wiki and then within a thesaurus software program. What follows is the result of the working group's efforts.

Working alongside the working group was a liaison from the Standards Committee of the Society of American Archivists (SAA), who troubleshot the various aspects of the developing thesaurus and helped in the formulation of policies, guidelines, and procedures for the creation of the thesaurus, with the hope of eventually presenting the thesaurus to the Standards Committee (and later the SAA Council) as a best practice for the records management and archives professions.

The Thesaurus

Structure

This thesaurus is intended to assist records managers and archivists working in academic, business, government, and not-for-profit enterprises to relate records series or groups to their organizations' relevant business functions. It will identify the various business functions of each type of organization and describe the unique properties of each function in clear and concise terms, free of jargon and confusing or misleading terminology.

The working group believes that transactions which are functions in one organization may be sub-functions/activities in other organizations and thus did not distinguish between the two in the thesaurus. Organization *x* may declare one term a function and organization *y* may declare the same term a sub-function/activity under a super-function, unique to that organization or type of organization (e.g., historical museum or health sciences college). The classification of terms as functions or sub-functions/activities is left up to the organization.

Naming of functions and activities

The activities of corporate bodies are commonly stated as actionable terms in a hierarchical relationship: functions, activities, and transactions. Because they are active in nature, this thesaurus will prescribe an active format for each function/activity presented, in the form of a gerund. Examples: administering, fostering, running, inviting. To provide consistency throughout, this thesaurus will only use terminology for functions expressed as gerunds.

Because many entities, when using a functional classification and description system, use function terms as tied to a specific object of the function/activity, the function/activity may be combined with a noun to form a relationship, such as: administering finances, fostering partnerships, running meetings, inviting guests. Except in the case of the stated or *de facto* mission of a given corporate body, the relationship between the function and the object of the activity is a relationship made by the records manager or archivist in the retention schedule or product of archival description (finding aid, catalog, listing). The records manager and archivist are left with the task of identifying the mission of corporate bodies and combining the record series or record group with the appropriate functions, activities, and transactions.

Using terms in descriptive records

Functional terms may be used in archival and bibliographic descriptive systems, and usually take the form of access points or index terms. As this thesaurus includes only the verbs, the object of the activity will need to be drawn from another controlled vocabulary list, such as the Library of Congress Subject Headings (LCSH). In order to improve cross-repository searching, we would recommend the use of a single topical vocabulary within a given community.

The use of functional terms between descriptive records and authority records differs in purpose. In descriptive records, function and activity terms should reflect the processes that generated the records. In authority records, these terms are used to describe the functions and activities undertaken by the entity.

Each of the data formats commonly used in archival environments has different levels of granularity. In the MARC Bibliographic format subfields are available for the function or activity term, as well as topical, form, chronological, or geographic subdivisions. The MARC field for function is 657, and could be recorded as:

657 ## $aAccessioning$xManuscripts.$2saafat

In the MARC Authority format, the same basic structure is available in the 372 field. In its current version, the 372 has a simpler structure, only allowing for recording a function or activity term. However, it does offer the added ability to record date spans during which the entity had a particular function. This would be recorded as:

372 ## $aEditing.$s1972$t1985$2saafat

Similar functionality is afforded by the archival equivalents, EAD and EAC-CPF. In EAD, function is recorded in a similar manner as in MARC Bibliographic Format, taking the form of access points or index terms embedded in the <controlaccess>field. This could be recorded as:

```
<controlaccess>
        <function source="saafat">Purchasing—Medical supplies</function>
</controlaccess>
```

In the EAC-CPF format, functional terms are included in the <description> element. As in MARC Authorities, the EAC-CPF <function> field includes elements for the term and dates of applicability. This would be recorded as:

```
<functions>
        <function>
                <term vocabularySource="saafat">Translating</term>
                <dateRange>
                        <fromDate standardDate="1950">1950</fromDate>
                        <toDate standardDate="1968">1968</toDate>
                </dateRange>
        </function>
</functions>
```

Citing the thesaurus

Use the following when citing this thesaurus in a bibliography or works cited section, or in footnotes or endnotes:

Functions Thesaurus Working Group, Records Management Roundtable. *Functions and Activities Thesaurus for Business, Academic, Not-for-Profit, and Government Entities.* Chicago: Society of American Archivists, 2010.

Use the following when citing this thesaurus within a work that gives the full citation above in a bibliography or works cited section, or in a MARC subfield or EAD/EAC/EAG source attribute or source element:

“SAA Functions and Activities Thesaurus” or the (SAAFAT).

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Using the Thesaurus

Terms are presented in alphabetical order and are followed by a definition. Some terms may contain RT (related term), BT (broader term), NT (narrow term), USE, and USEFOR. If a definition fits the function or activity being used, but not completely, then a related term (RT) may be more appropriate. Likewise, if a thesaurus entry's definition seems too broad, a narrower term (NT) may be a better term of use. If a thesaurus entry's definition to a term seems not to completely cover the aspects of the thesaurus entry being used, then perhaps a broader term (BT) is more germane. If a thesaurus entry's thesaurus refers to "USEFOR," then do not use the thesaurus entry preceding "USEFOR," but the main thesaurus entry the USEFOR falls under. If a thesaurus entry has "USE" underneath the definition, then use the thesaurus entry coming after "USE" instead of the main thesaurus entry.

Some terms have SNs under the definition. The SNs are placed so that the user of the thesaurus can better determine whether that term is appropriate for use. Historical notes were not included in this thesaurus because of the shear number of terms that could have historical notes (see the *Oxford English Dictionary*, also known as the *OED*). If an historical note is desired for help in determining if the term is appropriate, please use an etymological dictionary, like the *OED*.

Non-preferred terms are in *italics*.

The following abbreviations and acronyms are used in this thesaurus (ANSI z39.19-2005 §4.2):

BT – broader term
BTP – broader term preferred
HN – historical note
NT – narrower term
NTP – narrower term preferred
RT – related term
SN – SN
U – USE
UF – USED FOR

Thesaurus Terminology

abstracting

Definition - Production of a document surrogate which summarizes the subject matter or describes other essential qualities of the document.
RT - describing
RT - annotating
RT – indexing

accessing

Definition - Locating and retrieving information for use (consultation or reference) in traditional or electronic formats.
NT - searching
RT - researching

accessioning

Definition - Recording the acquisition of an item, or items, into a collection in order of receipt, typically through the creation of a permanent record and the assignment of a unique identifier.
BT - admitting
BT – appraising
RT - processing
RT - collecting
RT - recording
RT - acquiring

acclimatizing

Definition - The process of allowing records or other materials to adapt to changes in temperature or humidity, especially when taken from cold storage for use by researchers at room temperature.
BT - conserving
BT – preserving
BT - restoring
RT - conditioning
UF - *conditioning*

accounting

Definition - Collecting data, usually in monetary terms, about economic activity, processing those data, and reporting them for the use of interested decision-makers.
NT - reporting
NT - collecting
NT - commissioning
NT - defending
RT - auditing

accrediting

Definition - Recognizing or vouching for as conforming with a standard, or the furnishing of credentials.
BT - certifying
BT - appointing
BT - approving
BT - sanctioning
BT - authorizing

acquiring

Definition - Gaining control of assets, including their selection, ordering, and obtaining through purchase, lease, hiring, trade, or gift.
BT - obtaining
BT - attaining
BT - collecting
BT - procuring
BT - gaining
RT - purchasing
RT - accessioning

adjudicating

Definition - Hearing and settling claims or complaints by a judicial or administrative body.
BT - arbitrating
NT - hearing
NT - settling
RT – mediating
RT - resolving
UF - *judging*

administering

Definition - Directing the business affairs and human and material resources of an organization, project, or enterprise, involving primarily the formulation of policy.
BT - controlling
NT - directing
RT - managing
RT - supervising
RT – governing
RT – policing
UF - *administrating*

administrating

Definition - Directing the business affairs and human and material resources of an organization, project, or enterprise, involving primarily the formulation of policy.
SN – in some places, this term is a synonym of "administering," but "administering" is the proper term to use in the United States.
U - administering

admitting

Definition - Authorizing entrance as in admission to an institution or program.
RT - accessioning
RT - matriculating
RT - permitting
RT - granting

advertising

Definition - Calling public attention to a product, service, event, or other activity by paid announcements in publications or other media.
BT - marketing
BT - promoting
RT - informing
RT - communicating
RT – branding

advising

Definition - Offering counsel or recommendations.
RT - counseling

advocating
Definition - Representing and supporting the interest of a person, group, project, or program.
RT – defending

affecting
Definition – Producing a material influence upon.
RT – influencing
RT – directing

allocating
Definition - Setting apart, apportioning, or assigning for a special purpose, especially for finances.
RT - funding
RT - budgeting
RT - distributing

altering
Definition - Changing objects or materials in some respect, including removing or adding parts.
NT – removing
NT – adding
RT - changing
RT - converting
RT – amending
RT - modifying

amending
Definition - Officially correcting written text or recorded data by addition, deletion, or modification.
BT - editing
RT - altering

analyzing
Definition - Examining an object, action, material, or other data in detail by separating it into its component parts and identifying trends and significant information.
SN - Categories may focus on economic or social matters, government activities or the population in general. Includes liaison with other organizations to coordinate the collection of statistics.
RT - estimating
RT - investigating
RT - examining
RT - auditing
UF - *assaying*

annotating
Definition – Making or furnishing critical or explanatory notes or comments, added to a completed document.
RT – abstracting

applying
Definition - Putting into practical contact, into practice, into relation with specific cases.
RT - implementing
RT – practicing
RT - administering

appointing
Definition - Naming to or placing in an office or position through authoritative or official action.
NT - accrediting
RT - electing

appraising
Definition - Evaluating records or other material to determine their evidential, informational, or intrinsic value, especially in making acquisition or retention decisions.
BT - estimating
RT - valuing
RT - assessing
RT - auditing
RT - evaluating
RT - inspecting
RT - reviewing
RT - surveying

apprenticing
Definition - Training in the capacity of an apprentice.
RT – training
RT – educating
RT - teaching

appropriating
Definition - Making available an amount of money by a governing authority for expenditure according to established budgetary and accounting practices.
RT - paying

approving
Definition - Confirming or sanctioning something; judging favorably.
NT - accrediting

arbitrating
Definition - Settling of disputes or questions at issue by a neutral party to whom the conflicting parties agree to refer their claims, who is then authorized to make decisions binding upon the disputants.
NT - adjudicating
RT - mediating
RT - settling
RT - judging
RT – resolving

archiving
Definition - Collecting, preserving, and making available records or other material in an archive.
NT - collecting
NT – preserving
RT – caretaking
RT – curating
RT - documenting
RT - filing
RT - recording

arranging
Definition - The action of placing in order, settling relations or details.
NT – scheduling
UF – *ordering*

assaying
Definition - Analyzing (as an ore) for one or more specific components; estimating or judging the worth of; determining the quantity of metal in an ore or the fineness of coin or bullion; trying or judging in order to determine fitness or soundness.
RT – analyzing

assessing
Definition - Determining the value of property for taxation purposes.
RT - taxing
RT - estimating
RT - appraising
RT - surveying
RT - evaluating

assisting
Definition - Providing help or aid to others, especially through financial contributions.
RT - supporting
RT - benefiting

attaining
Definition – Coming into possession of as at the end of a progression or course of action; getting at by continued effort.
NT – acquiring

attributing
Definition - Regarding as a characteristic of a person or thing.
BT-Classifying

auditing

Definition - Generally, reviewing a practice or set of practices to certify that they are being conducted in accordance with established principles. In the context of financial matters, the periodic or continual assessment of the financial assets and liabilities of an organization.
RT - analyzing
RT - examining
RT - investigating
RT - reviewing
RT - surveying
RT - accounting
RT - appraising
UF - *verifying*

authenticating

Definition - Making or proving authentic, especially in determining the legitimacy of a document or other artifact, or validating a document, as done by an authorized person.
RT - certifying
RT – validating
RT – verifying
UF - *verifying*

authorizing

Definition - Giving sanction to an action or object, as done by a valid authority.
NT - accrediting
NT - certifying
RT - permitting

automating

Definition - Installing mechanical or electronic devices, processes, or systems which take the place of human effort, observation, or decision, and which require minimal human intervention in their operation.
RT - digitizing

awarding

Definition - Conferring or bestowing as being deserved or merited or needed.
RT - granting
UF - *rewarding*

banning
Definition – Prohibiting or barring especially by legal means.
RT – censoring

bartering
Definition - Trading or trafficking by exchanging one commodity for another.
U – trading

benchmarking
Definition - Evaluating against an established standard for comparison purposes.
RT- standardizing
RT - comparing
RT - measuring
RT – evaluating
RT - modeling

benefiting
Definition - Being useful or profitable in tangible or intangible enterprises.
RT - assisting
UF - *improving*

bestowing
Definition - Conveying as a gift; applying, laying out, spending money to a particular purpose.
U – conferring

bidding
Definition - Offering a specific sum as the price one will pay or charge.

billing
Definition - Issuing a list of charges payable.
UF - *invoicing*

binding
Definition - Fastening together the sheets of (a book), and putting it into a stiff cover.
BT – preserving
BT – conserving
BT – repairing
BT – restoring
UF - *fastening*

blogging
Definition – Contributing to a Web site containing an online personal journal with reflections, comments, and often hyperlinks; writing, maintaining, reading or browsing a weblog.
BT – promoting
RT – podcasting
RT – writing

bonding
Definition - Placing under the conditions of a legal instrument called a bond.

borrowing
Definition - Obtaining or taking the temporary use of (a thing recognized as being the property of another, to whom it is returnable).
RT - lending

branding
Definition - Promoting consumer awareness of particular goods or services, often through merchandise packaging or trademarking.
RT – advertising
RT – packaging
RT – trademarking
RT – broadcasting

broadcasting
Definition - Disseminating (a message, news, a musical or dramatic performance, or any audible or visible matter) from a radio or television transmitting station to the receiving sets of listeners and viewers; said also of a speaker or performer.
NT – podcasting
BT – promoting
BT – branding
BT – packaging
RT - trademarking

budgeting
Definition - Planning, coordinating, and allocating financial resources and expenditures.
RT - allocating

building
Definition - Constructing by fitting together separate parts, especially in the construction of a building or dwelling.
UF – *constructing*

buying
Definition - Acquiring possession, ownership or rights to items or services by means of payment especially of money.
U – purchasing

calibrating
Definition - Checking the accuracy of a measuring instrument against a recognized standard.
RT – measuring

campaigning
Definition - Engaging in or conducting a systematic course of aggressive activities for some special purpose. In the context of politics, working to promote one's own election to some public office, or the election of others, or the approval or rejection of some public question such as a referendum.

caretaking
Definition - Taking thought for, providing for, looking after, taking care of.
RT – archiving
RT – conserving
RT – curating
RT – preserving

cataloging
Definition - Systematically analyzing and describing items in a collection and creating a full documentary record of the material.
BT - describing
RT - inventorying

celebrating
Definition - Observing, honoring, or commemorating with ceremonies, festivities, or wide public praise.
RT – commemorating
RT - honoring

censoring
Definition - Altering, deleting, or banning completely a report, document, art work, or any item bearing a message, information, or image that the censoring body wants to suppress.
RT – altering
RT – deleting
RT – banning

certifying
Definition - Officially attesting that something is valid or meets a standard, or, with regard to people, that a standard degree of qualification has been met.
NT - accrediting
RT - authorizing
RT - authenticating
UF - *confirming*

changing
Definition - Making different in some particular; undergoing modification.
RT – altering
RT – adding
RT - amending
RT – removing
U – converting
U - modifying

circulating
Definition - Lending items from a collection to outside users and keeping records of such loans.
RT – lending

classifying
Definition - Arranging systematically in groups or categories according to established criteria.
RT – arranging
RT – appraising
RT – cataloging

cleaning
Definition - Removing dirt, surface coatings, accretions, discolorations, or other undesired matter from a substrate.
RT – conserving
RT – preserving
RT - restoring

collecting
Definition - Gathering things in order to retain them as a collection.
BT - accounting
BT - archiving
NT - acquiring
RT - accessioning

commissioning
Definition - Giving authority to act; to empower, authorize, or entrust with an office or duty. In an artistic context, ordering the production of a piece of work.
BT - accounting

commemorating
Definition – Calling to remembrance; marking by a ceremony or observation.
RT – celebrating
RT – honoring

communicating
Definition - Conveying awareness, knowledge, or information to others by speech, writing or signs.
RT - advertizing

comparing
Definition - Examining two or more entities in order to note relative similarities and differences.
RT - benchmarking

complying
Definition - Acting in accordance with, and fulfillment of, demands, conditions, or regulations, especially in relation to legal mandates.

computerizing
Definition - Preparing or adapting (a system, activity, function, etc.) to operate or be operated by computer; equipping with a computer or computers.
RT - automating

condemning
Definition - Pronouncing an adverse judgment on someone or something. Used especially for legally declaring real estate unfit for habitation or use, usually accompanied by the appropriation of that property under the power of eminent domain.
RT - confiscating

conditioning
Definition - Putting into a proper state for work or use; adapting, modifying or molding so as to conform to an existing environment; preparing materials for storage or use by placing them in a special environment; staging. – 2. PAPER MANUFACTURING · Adding or removing moisture during paper making to match the environment of print rooms. – 3. MOTION PICTURES · Coating film stock with a lubricant during cleaning.
U – acclimatizing

conducting
Definition - Guiding or directing in a certain course of action; bringing *to* a place, a particular condition or situation, a conclusion, etc.; leading, bringing.
RT - guiding

conferring
Definition - Giving, granting, bestowing, as a grace, or as the act of a qualified superior.
UF – *bestowing*
UF – *confirming* (religious baptism, marriage, ordination, sealing, and confirmation ceremonies).

confirming
Definition - Giving approval to, sanctioning or ratifying; administering the rite of confirmation; giving new assurance of or removing doubt about by authoritative act or indisputable fact.
U – certifying
U – conferring (for religious baptism, marriage, ordination, sealing, and confirmation ceremonies)

confiscating
Definition - Seizing or taking forcible possession of private property from an individual, especially by governmental authority.
RT - seizing

conserving
Definition - Keeping in safety, or from harm, decay or loss; usually to preserve in its existing state from destruction or change. With documentary materials, includes physical and/or chemical stabilization and treatment through examination, documentation, preventative conservation, preservation, restoration, and repair.
NT - tipping
NT – *fastening*
NT – binding
RT – archiving
RT – caretaking
RT - curating
RT - preserving
RT – repairing
RT – remodeling
RT – renovating
RT – rehabilitating

consolidating
Definition - Joining together into one whole, uniting.
RT – joining
RT – uniting

constructing
Definition - Making or forming by combining or arranging parts or elements; setting in logical order.
U – building

consulting
Definition - The providing of advice and sometimes other services by professionals in the field of their special expertise.
RT – advising

contracting
Definition - The entering of two or more legally competent parties into a binding agreement to do or not to do something, subject to specified terms and conditions.
NT – subcontracting
RT – bidding

controlling
Definition - Checking or verifying, and hence regulating, payments, receipts, accounts, or other activities.
RT - governing
RT - directing
RT - influencing
RT - regulating

converting
Definition - Turning or changing into something of different form or properties; with records, refers to changing records from one medium or format to another.
RT – removing
RT – adding
RT - modifying
RT – amending
RT – altering
UF – *changing*

conveyancing
Definition - Administering the transfer of property rights between parties, especially by managing legal instruments that regulate the sale or purchase of domestic or commercial property.
SN - this term is not used in the United States.
U - conveying

conveying
Definition - Administering the transfer of property rights between parties, especially by managing legal instruments that regulate the sale or purchase of domestic or commercial property.
RT - transferring
UF - *conveyancing*

coordinating
Definition - Causing discrete agents or agencies to work together.
RT - relating

copyediting
Definition - Editing a document for correctness and consistency in such matters as punctuation, spelling, grammar, and style prior to publication.
BT – editing
BT - correcting

correcting
Definition - Setting right, rectifying, or amending an error or fault; specifically used for the treatment and rehabilitation of criminal offenders.
NT - copyediting
RT – editing

corresponding
Definition - Communicating (*with* another) by interchange of letters.
RT – communicating

counseling
Definition - Providing professional assistance to people in making decisions and coping with adjustment problems.

criticizing
Definition - Analyzing and evaluating the quality of man-made objects, literary works and documents, actions or projects.
RT – reviewing

curating
Definition - Superintending or managing the collections, exhibitions, research activities, and personnel of a museum, art gallery, zoo, or other place of exhibit; also, the superintending or managing of a single collection or subject of study in such an institution.
RT – archiving
RT – caretaking
RT – conserving
RT - preserving

dating
Definition - Determining or fixing a date of origination, fabrication, composition, or occurrence.

deaccessioning

Definition - Permanently removing an object from a collection. In the context of public collections, it is generally done only with reference to a set of official criteria.
NT - weeding
NT – shredding
RT – disposing
RT – purging
RT – removing
RT - destroying

dealing

Definition - Buying or selling materials, such as antiques or works of art.
RT – *buying*
RT - purchasing
RT – selling

decentralizing

Definition - Distributing the functions and powers of an organization, governing body, or other authority over a less centralized area or among a large number of parties.

deciding

Definition – Making a final choice or judgment about; selecting as a course of action.
RT – voting

defending

Definition - Protecting, vindicating, or supporting in the face of argument, hostile criticism, or legal action.
SN – in a criminal legal case, this is the negative or opposition side.
BT - accounting
BT - guarding
RT – protecting

deleting
Definition - Striking or blotting out, obliterating, erasing, expunging written or printed characters.
SN - Used figuratively with electronic records.
BT – destroying
RT – erasing
RT - expunging

delivering
Definition - Speaking, uttering or performing as a speech; conveying or handing over to another.
U – presenting

demonstrating
Definition - Instructing others in, or explaining or illustrating to others, the practical operation or results of methods, processes, products, devices, or theories.
BT -teaching

deporting
Definition - Carrying away, carrying off, removing, transporting, or removing into exile or banishing. Especially used for removal of foreign nationals whose presence is unauthorized.
RT - detaining

depositing
Definition - Placing for safekeeping or as a pledge, esp. putting money in a bank.

describing
Definition - Representing in spoken, written, or signed language the attributes or qualities of something or someone.
NT - cataloging
RT – abstracting
RT – writing

designing

Definition - Making the preliminary sketch of (a work of art, a picture, statue, ornamental fabric, etc.); Making the plans and drawings necessary for the construction of (a building, ship, machine, etc.), which the workers have to follow out.
RT - planning
RT - devising
RT – formulating

destroying

Definition - Undoing, breaking into useless pieces, or reducing into a useless form, consume, or dissolving (any material structure or object).
NT - deleting
NT – eliminating
NT – shredding
RT – disposing
RT – removing
RT – purging
RT – deaccessioning
RT - disposing

detaining

Definition - Keeping in confinement or under restraint; keeping prisoner. *spec.* placing (a political offender) in confinement.
RT - deporting

determining

Definition – Fixing the form, position of or character beforehand; limiting in extent or scope; finding out or coming to a decision about by investigation, reasoning or calculation.
RT – identifying
RT – marking
RT – labeling

developing

Definition - Promoting the growth of; expanding through the process of growth; establishing policies and procedures used to select materials that the repository will acquire, typically identifying the scope of creators, subjects, formats, and other characteristics that influence the selection process; facilitating coordination among institutional programs and activities and providing support and encouragement for new initiatives.
RT – fundraising
RT – training
NT – promoting
NT – marketing

devising

Definition – Planning, contriving or thinking out in order to obtain or bring about something, especially by new combinations or applications of ideas or principles.
RT – planning
RT – formulating

diagnosing

Definition - Identifying the condition of a person, object, or structure.
BT -appraising

digitizing

Definition - Converting sound, motion pictures, images, or other analog data to binary form to be stored or altered with a computer.
BT – converting
BT – imaging

disbursing

Definition - Expending especially from a fund; [esp. for] making payment in settlement.
BT - distributing

disciplining

Definition - Training or developing by instruction; bringing under control; imposing order on.
BT – punishing
BT - teaching
BT - training

directing

Definition – Regulating the activities or course of; carrying out the organizing, energizing and supervising of; dominating and determining the course of.
RT – governing
RT – guiding
RT – policing
RT – ruling
RT – controlling
RT – influencing
RT – regulating
RT – *administrating*
RT – administering

displaying

Definition - Opening up or exposing to view, exhibiting to the eyes, showing.
BT - exhibiting

disposing

Definition - Putting materials in their proper place, often referring to their destruction or transfer, based on procedural or policy decisions.
NT – weeding
NT - shredding
RT - destroying
RT - deaccessioning
RT – transferring
RT – removing
RT – purging

disseminating

Definition - Spreading abroad, diffusing, promulgating (opinions, statements, knowledge, etc.).
RT – marketing
RT – advertising
RT – promoting

distributing

Definition - Sending out or apportioning something from a central source to a group, community, or individuals.
NT - disbursing
RT – allocating

diversifying

Definition - Act or practice of manufacturing a variety of products, selling a variety of merchandise, or investing in a variety of securities, for example, so that failure in or economic slump affecting one of them will not be disastrous.

documenting

Definition - Use broadly for the gathering and recording of information, especially to establish or provide evidence of facts or testimony.
RT - archiving

drafting

Definition - Making a draft or rough copy of (a document, sketch, version, or plan]); drawing up in a preliminary form, which may be afterwards perfected.
RT – legislating
RT - drawing

drawing

Definition - Representing an object or outlining a figure, plan, or sketch by means of lines.
RT - drafting

dubbing

Definition - The process of re-recording or adding a layer of sound to an existing soundtrack, usually for the purpose of introducing a translation of spoken dialog to a film. Also generally; to mix several tracks into a united track, or in extended use, the process of copying an existing sound or video recording in its entirety.
RT - duplicating
RT - hashing

duplicating

Definition - Refers to any of various processes or techniques involving making, imitating, or reproducing objects or documents. Distinguished from "forging (copying)" which has the intention of deception.
RT - dubbing
RT – reproducing

editing
Definition - Collecting, preparing, and arranging materials for publication or public presentation, especially written materials, film, or tape.
NT - deleting
NT - copyediting
NT - amending
NT - redacting

educating
Definition - Activities involved in deliberately conveying knowledge, skills, or social values to others.
NT -demonstrating
RT – teaching
RT – training

electing
Definition - choosing (a person) by vote for appointment to an office or position of any kind.
RT - appointing

eliminating
Definition - Expelling, excluding, removing, getting rid of.
U - removing

employing
Definition - Using the services of (a person) in a professional capacity, or in the transaction of some special business; having or maintaining (persons) in one's service and paying them for work.
RT - staffing
UF – *hiring*

emulating
Definition – Equaling or approaching equality with; duplicating the functions of one system using a different system so that the second system behaves like the first system.
RT – migrating

encrypting
Definition - The process of converting data into code, to conceal information or prevent unauthorized access. May be used to refer to schemes for this purpose in print or electronically transmitted, but is increasingly used to refer to digitized, or computer data.

endowing
Definition - Gifting funds to an organization for a specific purpose (donor-restricted endowment) or set aside by the governing authority (board-designated endowment). Generally refers to a permanent fund, the principle of which is not touched.
RT - funding

enforcing
Definition - Ensuring compliance with laws or regulations.
NT - policing

engraving
Definition - Incising a design into the surface of an object.
BT – etching

enlisting
Definition – Securing support and aid of; engaging or enrolling oneself as for service.
RT – recruiting
RT – enrolling

engineering
Definition - Developing products and processes to support industry, communications, defense and civic infrastructure. Includes component analysis, design, and manipulation of systems to solve complex problems.
RT – building
RT - constructing

enrolling
Definition - Placing upon a list; incorporating as a registered or acknowledged member.
RT – registering

enumerating

Definition - Counting, ascertaining the number of; more usually, mentioning (a number of things or persons) separately, as if for the purpose of counting; specifying as in a list or catalogue.
RT - numbering

erasing

Definition – Removing written or drawn marks from; removing recorded matter from magnetic media; deleting data or files from computer storage; removing by making invisible, especially by rubbing or wiping. – 2. COMPUTING · making information irretrievable by overwriting it. – 3. AUDIO-VIDEO · neutralizing the magnetic field from magnetic tape, removing any existing signal.
BT – destroying
RT – deleting
RT – expunging

establishing

Definition - Setting up on a secure or permanent basis; founding (a government, an institution; in mod. use often, a house of business).

estimating

Definition - Giving an approximate or tentative judgment regarding the value or quality of something.
BT – evaluating
BT – valuing
NT - appraising
RT - assessing
RT - analyzing

etching

Definition - Engraving (metals, sometimes glass, stone) by 'eating away' the surface with acids or other corrosives; chiefly, engraving by this process (a copper or other metal plate) for the purpose of printing from it.
BT - engraving

evaluating
Definition - Determining qualitative or quantitative worth or significance.
NT - estimating
RT - valuing
RT - assessing
RT - appraising

examining
Definition - Scrutinizing a situation or object, usually in order to determine its nature, qualities, or current condition.
NT - investigating
RT - auditing
RT - analyzing
RT – testing
RT - measuring

exchanging
Definition - Giving and receiving reciprocally; making an exchange of; interchanging.
RT – buying
RT – selling
RT – trading

exhibiting
Definition - Showing or presenting to public view.
NT – displaying

experimenting
Definition - Ascertaining or establishing by trial (a fact, the existence of anything).
BT - Testing

explaining
Definition – Making something plain or understandable; clarifying; giving reasons for or cause of; opening up, unfolding or spreading flat of a material object.
BT – destroying
RT – deleting
RT – expunging

exploring
Definition - Searching into or examining (a country, a place, etc.) by going through it; going into or range over for the purpose of discovery.
NT - Surveying

facilitating
Definition - Rendering easier the performance of (an action).
RT – assisting

fastening
Definition - Fixing firmly and securely; making fast or fixing off with knots or extra stitches.
U – binding

filing
Definition - Placing (papers) in consecutive order for preservation and reference.
BT - organizing
RT - cataloging

financing
Definition - Furnishing with finances or money; finding capital for.
BT - funding

firing
Definition - Dismissing an employee from a position.
U - terminating

flattening
Definition - Making flat; losing convexity, wrinkles, or folds. For electronic data, removing information about structure or formatting of a file.
BT – conservation
BT – preservation
BT – restoring
RT – formatting
U – formatting (for computer-related functions.)

forecasting
Definition – Calculating, estimating or imagining beforehand usually as a result of study and analysis of available pertinent data; predicting on the basis of correlated observations.
NT – simulating
RT – predicting

formulating
Definition – Putting into a systemized statement or expression.
RT – devising
RT – designing
RT – planning

framing
Definition - Providing a border or case to surround, support, enclose, or call attention to such items as a work of art, mirror, or document, leaving the item itself visible.
RT - repairing

funding
Definition - Providing direct cash support to another person or organization.
NT - financing
RT - allocating

fundraising
Definition - Raising money for nonpersonal, noncommercial purposes, such as for nonprofit organizations or political concerns.
RT – soliciting

furnishing
Definition - Fitting up (an apartment, an office, a house) with all requisite appliances, including a supply of movable 'furniture.'

gaining
Definition – Acquiring or getting possession of; arriving at or attaining; establishing a specific relationship with; attaining as a profit from trade or speculation.

governing

Definition - Ruling or regulating the affairs of a corporation, state, or other body through the exercise of continuing sovereignty or authority.
BT - guiding
RT - policing
RT - ruling
RT - controlling
RT - directing
RT - regulating
RT - influencing
RT - *administrating*
RT - administering

granting

Definition - Providing financial support to another person or organization for a specific purpose.
RT - awarding
RT - presenting
RT – admitting
RT - *rewarding*

guarding

Definition – Protecting from danger especially by watchful attention; making secure; watching by way of caution or) defense.
RT – defending
RT – accounting
RT – protecting

guiding

Definition - Leading or directing a visitor or group of visitors while pointing out items of interest, often using a predetermined commentary.
RT – touring
RT - conducting

hashing

Definition – Producing hash values for accessing data or for security; generating a numerical value from a string of text; generating addresses for data through an algorithm, making for rapid lookup of computer records. COMPUTING · providing rapid access to items in a table, especially tables in which entries are made in an unpredictable fashion. – 2. COMPUTING · transforming a string of characters into a unique, fixed-length code (a hash).
RT – dubbing
RT – duplicating

hearing

Definition - Listening to evidence and pleadings in a court of law.
BT – *judging*
BT – settling
BT – adjudicating
RT – resolving
RT – mediating
RT – arbitrating

hiring

Definition - Engaging the services of a person or persons for wages or other payment.
U - employing

holding

Definition - Having or keeping as the owner, possessor, or tenant of something, either absolutely or temporarily.

honoring

Definition – Saluting, regarding or treating with honor or respect; conferring honor on; living up to or fulfilling the terms of an agreement (as a contract or treaty).
RT – celebrating
RT - commemorating

identifying
Definition - Recognizing or establishing someone or something as being a particular person or thing.
BT - marking
RT - labeling
RT - determining

imaging
Definition - Copying documents by reproducing their appearance through photography, micrographics, or scanning.
NT - microfilming
NT – digitizing
RT - scanning
UF - scanning
UF - microfilming

implementing
Definition - Giving practical effect to act; ensuring actual fulfillment by concrete measures.
NT - processing
RT – applying

improving
Definition - Enhancing or increasing value or quality; making better; advancing or making progress in what is beneficial; making useful additions or amendments.
U – benefiting

indexing
Definition - Analyzing the subject content of textual or visual documents and establishing access points to facilitate retrieval of records and/or information.
BT – listing
RT – cataloging
RT – archiving
RT – inventorying

influencing
Definition - Affecting the actions, behavior, opinions, or work of others, possibly unconsciously.
NT - lobbying
RT - governing
RT - directing
RT - controlling
RT - regulating
RT - affecting

informing
Definition - Communicating information, particularly of facts or occurrences, to others.
RT - advertising

inspecting
Definition - Examining or reviewing officially to ensure compliance with standards, guidelines, or regulations.
RT - appraising

insuring
Definition - Assuring against a loss by a contingent event on certain stipulated conditions or at a given rate or premium.
RT – protecting

integrating
Definition - Forming, coordinating or blending into a functioning or unified whole; incorporating into a larger unit; ending segregation of.
U – merging

interpreting
Definition - Explaining what is not immediately plain or explicit, as in suggesting what meaning is to be found in a set of data or in a visual work.
NT - translating
RT - explaining

interviewing
Definition - Conducting an interpersonal exchange in order to obtain information from another for such purposes as for journalism, employment, publication, or research.
RT - questioning

inventorying
Definition - Listing items on hand, or verifying existing records of items.
RT – cataloging
RT – archiving
RT - listing

investing
Definition - Committing funds to a project or enterprise in order to promote that project or to earn a return.

investigating
Definition - Examining the particulars in an attempt to learn the facts about something hidden, unique, or complex.
BT - searching
BT – examining
NT - interviewing
RT - auditing
RT - analyzing
UF - *tracking*

invoicing
Definition - Creating an itemized list of goods shipped (or services provided).
U – billing

issuing
Definition - Appearing or becoming available through being officially put forth or distributed.
RT – distributing

isolating
Definition – Setting apart, selecting or separating from others or causing to stand alone.
RT – quarantining

joining
Definition – Connecting or uniting one thing with another.
RT – consolidating
RT – uniting

judging
Definition - Forming an opinion about through careful weighing of evidence and testing of premises; determining or pronouncing after inquiry and deliberation; forming an estimate or evaluation of; administering law as a judge; pronouncing as an authoritative statement; deciding rights and obligations of parties to a suit.
U – adjudicating

labeling
Definition - Generally, the affixing of a label to something in a collection or store of merchandise.

legislating
Definition - Making or enacting legislation.
RT - reviewing
RT - drafting

lending
Definition - Giving or letting out for temporary use.
RT – borrowing
RT – circulating

licensing
Definition - Granting lawful authority to an individual or group to do something which would be illegal or invalid without that authorization.
RT - registering

listing
Definition – Making or including in a list; placing in a specified category; writing a series of discrete items in either orderly or random fashion.
NT – indexing
RT – cataloging
RT – inventorying
RT – archiving

litigating
Definition - Taking legal action; carrying on an action by judicial process.
NT – defending
NT – prosecuting
RT – arbitrating
RT – mediating

lobbying
Definition - Attempting to influence or sway public officials toward a desired end.
BT - influencing
RT - soliciting

mailing
Definition - Sending an message, letter, or other item, either through a postal service or electronically.
RT - posting
UF - posting

maintaining
Definition - Taking action which keeps people, physical objects, or property operational or sustains them in their existing state.
RT - preserving

managing

Definition - Organizing, supervising, and carrying out the activities of a person, group, organization, or enterprise, and controlling its human and material resources, involving primarily the application rather than the formulation of policy.
NT - organizing
RT – *administrating*
RT - administering
RT - supervising

marking

Definition - Affixing an identification number, tag, or label to an object in a collection or stock of merchandise.
NT - watermarking
RT - identifying

marketing

Definition – Transferring the title or possession of goods or the supplying of services from seller to buyer, including advertising, shipping, storing, and selling.
NT - advertising
NT - shipping
RT - selling
RT – promoting
RT - sponsoring

mastering

Definition – Generally, making an audio master disc or tape from which multiple copies will be made.
SN - Mastering may incorporate a variety of functions, excluding recording. The term is frequently extended to videodisc technology.

matriculating

Definition - Enrolling, or admitting to membership and privileges, especially in a college or university.
RT - admitting
RT – enrolling
RT - studying

matting
Definition - Securing of a work of art, document, or other generally flat object within a mat for support, protection, or display.
BT – displaying
BT – exhibiting

measuring
Definition - Determining or calculating a length, quantity, value, magnitude, extent, or other designation of dimensions, size, weight, number, or volume of an object or group of objects, person, animal, plant, plot of land, or other thing, typically by the application of an instrument or device marked in standard units.
RT - regulating
RT - benchmarking

mechanizing
Definition - Equipping with machinery, especially to replace human or animal physical labor.
RT – automating

mediating
Definition – Intervening in a dispute by a neutral party who facilitates negotiations, examines the arguments of both sides, and proposes a solution, which, however, is not binding on the disputants.
SN - Distinguished from "arbitrating" in which the neutral party has the authority to make a binding decision.
RT - adjudicating
RT - arbitrating
RT – mediating
RT – resolving
RT - settling

merging
Definition - Causing to combine, unite, or coalesce.
UF - *integrating*

microfilming
Definition - Reproducing on microfilm, microcard, or microfiche; to reproduce in microform.
U - imaging

migrating
Definition -Moving records from one system or format to another, while maintaining the records' authenticity, integrity, reliability and usability.
BT - preserving
BT - reformatting
RT - emulating

modeling
Definition - devising a (usually mathematical) representation or simplified description of (a phenomenon, systems, etc.)
RT - designing
RT - emulating

modifying
Definition – making minor changes in or to (something); making basic or fundamental changes in often to give a new orientation to or to serve a new end.
RT – converting
RT – altering
RT – adding
RT - amending
RT – removing
RT – changing
UF – changing

monitoring
Definition - Observing, supervising, or keeping under review; measuring or testing at intervals, esp. for the purpose of regulation or control.
RT - policing
RT - supervising

mortgaging
Definition - Conveying property to a creditor as security for the repayment of a loan; exposing to future risk or constraint for the sake of immediate advantage.
RT – pawning

mounting
Definition - Attaching to a secondary support, as in attaching a paper artifact to a stiff board; placing the items of an exhibit for display.
BT – displaying
BT – exhibiting
RT – matting

negotiating
Definition - Communicating or conferring for the purpose of arranging some matter by mutual agreement; discussing a matter with a view to some compromise or settlement.
RT - arbitrating
RT - litigating
RT - mediating

numbering
Definition - Placing numerals on something, typically to indicate a position in a series; claiming as part of a total.
RT – enumerating

obtaining
Definition - Coming into the possession of; procuring; getting, acquiring, or securing.
RT - procuring
RT- accessioning

operating
Definition - Performing manual or operative procedures to treat diseases, injuries, or deformities.
RT - working

ordering
Definition - Placing in order, giving order to; arranging in a particular order; arranging methodically or suitably.
RT – regulating
RT - organizing
U - arranging

organizing
Definition - Arranging into a structured whole; systematizing; putting into a state of order; arranging in an orderly manner, putting in a particular place or order, tidy.
BT – managing
BT – administering
BT – *administrating*
NT - filing
RT - *ordering*
RT - arranging

outsourcing
Definition – Procuring goods or services under contract with an outside supplier.
BT – contracting
RT – subcontracting

packaging
Definition – Presenting (as a product) in such a way as to heighten its appeal to the public; putting together as a single unit for sale, presentation etc.
RT – advertising
NT – branding
NT – trademarking

participating
Definition - Taking part; having a part or share *with* a person, *in* a thing; sharing.
RT – sharing

partnering
Definition - Associating or working as relations, becoming relations, or entering into relationships.
BT – associating

pawning
Definition – Depositing in pledge or security.
RT – mortgaging

paying
Definition – Remunerating or making due return for services rendered or property delivered; making compensation; returning value or profit.
RT – appropriating

peacekeeping
Definition - Keeping or maintaining peace; *spec.* the active maintenance of a truce between hostile states, communities, factions, etc., esp. by external military forces.

periodizing
Definition - Dividing time analytically into defined periods, especially the grouping of historical and cultural events into periods for purposes of discussion and criticism.

permitting
Definition - Authorizing an individual or group to take some specific action.
RT - authorizing
RT - admitting

petitioning
Definition - Making a formal written request to a higher authority, often expressing a concern or grievance by amassing public support for a formal statement.

photographing
Definition - Taking a photograph of; reproducing through one of many photographic and photo-reproducing processes.
BT - imaging

planning
Definition - Determining objectives and outlining or arranging the procedures and resources for attaining them, especially in a formal project proposal or scheme.
RT - designing
RT - devising
RT – formulating

podcasting

Definition – Releasing or making available digital media files for downloading through web (internet) syndication.
BT – promoting
RT – broadcasting

policing

Definition - Controlling, regulating, or keeping in order by means of a police force or similar body to ensure compliance with laws or regulations.
BT - enforcing
BT - supervising
RT - governing
RT – administering
RT - *administrating*
RT - controlling
RT - regulating

posting

Definition - Transferring an entry or item from a book of original entry into a ledger; appointing to a post or command; sending through the mail; publishing online, as a message; making an entry in an index. – 2. COMPUTING · uploading a file or information to a server; for example, posting to the Internet, posting to a Listserv. Creating an entry in an index that is more general than the subject being indexed.
SN – not used in the United States with regard to the mail or diplomacy, but is used in computing, accounting, and information science.
U – mailing.

practicing

Definition - Pursuing or being engaged in (a particular occupation, profession, skill or art); exercising oneself in a skill or art in order to acquire or maintain proficiency; carrying out or performing (a particular activity, etc.) habitually or regularly.
RT - applying

preparing

Definition - The action or process of making something ready for use or service or of getting ready for some occasion, test, or duty.

presenting
Definition - Putting forward for reflection, consideration, or scrutiny.
NT – acting
NT – speaking
RT - performing

preserving
Definition - Keeping in its original or existing state; maintaining or keeping alive (a memory, name, etc.).
NT – tipping
NT – fastening
RT – conserving
RT – repairing
RT – remodeling
RT – renovating
RT – rehabilitating

preventing
Definition - Precluding the occurrence of (an anticipated event, state, etc.); rendering (an intended, possible, or likely action or event) impractical or impossible by anticipatory action; putting a stop to.

probating
Definition - Establishing the authenticity or validity of a last will and testament, living will, power of attorney, durable power or attorney, or other legal instrument for the purposes of disposition of the estate of a deceased person.
RT – adjudicating
RT - *judging*

processing
Definition - Subjecting to or treating by a special method.
BT - accounting
BT – implementing
NT – accessioning
NT – describing
NT – arranging
RT – archiving

procuring
Definition - Acquisition of goods or services through purchase, lease, hiring, or trade.
NT - acquiring
RT – obtaining
RT – purchasing
RT – leasing
RT – hiring
RT – trading

programming
Definition - Planning and establishing a sequence or system of actions, events, or instructions.
RT - planning

promoting
Definition - Advancing someone to a higher level in rank, position, grade or job level, or honor.

prosecuting
Definition - charging a person with a crime and thereafter pursuing the case through trial on behalf of the government; conducting any legal action by a lawyer on behalf of a client, including both civil and criminal cases, but most commonly referring to prosecution for crime.
BT – adjudicating
RT – defending
RT – litigating

protecting
Definition - Defending or guarding from danger, harm, deterioration, or injury
RT - conserving
RT – preserving

protesting
Definition - Openly expressing objection, disapproval, or dissent.

publicizing
Definition - Disseminating information to the public about some product, company, institution, individual, cause, or project.
RT - advertising

publishing
Definition - Issuing printed, taped, or otherwise reproduced records of knowledge in any medium for sale or distribution to the public.
RT - issuing

punishing
Definition - Imposing a penalty or sanction for (wrongdoing).
NT - disciplining

purchasing
Definition - Obtaining something by the payment of money or its equivalent.
RT – acquiring

purging
Definition - Pulling and disposing of unwanted materials.
SN - -records management function
NT – weeding
NT - shredding
RT – deaccessioning
RT – removing
RT – disposing
RT – destroying

quarantining
Definition - Isolating or confining (a person), freq. as a punishment, or insulating (an event, issue, etc.) from an influence.
RT – isolating

questioning
Definition – Subjecting to analysis or interrogation; doubting the authorship or authenticity of a document.
RT – interviewing

raising
Definition - Increasing the amount of, heightening (rent, taxes, prices, etc.).
U – taxing

ratifying
Definition – Approving, confirming and sanctioning formally.
BT – confirming
RT – sanctioning

receiving
Definition - Taking in one's hand, or into one's possession (something held out or offered by another)
RT – acquiring
RT – admitting

recording
Definition - Creating a record of data or information in some lasting form, such as writing on paper or electronic signals on magnetic tape.
RT – archiving
RT – indexing
RT – cataloging

recordkeeping
Definition - Systematically creating, using, maintaining, and disposing of records to meet administrative, programmatic, legal, and financial needs and responsibilities.

recovering
Definition - Regaining possession of (something lost or taken away).

recruiting

Definition - Seeking out and enlisting people for an enterprise, usually for a stated period of time, on either a paid or volunteer basis.
RT – enlisting
RT – enrolling

redacting

Definition - Obscuring or removing (text) from a document prior to publication or release.
BT - editing
RT – screening
RT – removing

reformatting

Definition - Transferring or translating information originally in one medium to another.
RT - Migrating

registering

Definition – Enrolling formally; making or securing official entry into a register; making a record of; securing special protection as for a piece of mail; recording or setting down in writing especially as a formal entry in a record or register; recording names or events, or entering data into a record in the form of a list; entering information about museum holdings into a recordkeeping system. – 4. PRINTING, PHOTOGRAPHY · aligning several images, especially color separations, to form a single image.
RT – licensing

regulating

Definition - Controlling according to rules, laws, or requirements.
RT - ordering
RT - measuring
RT - governing
RT - influencing
RT - controlling
RT - directing

rehabilitating

Definition - Restoring by formal act or declaration (one degraded or attainted) to former privileges, rank, and possessions.
RT – conserving
RT - preserving
RT – repairing
RT – remodeling
RT – renovating

releasing

Definition-Making an official statement or information available to the public, generally through the media.
RT-Informing
RT-Reporting

relocating

Definition - Moving people or things from one residence or fairly permanent location to another,

remodeling

Definition - Modeling again, reconstructing.
RT – conserving
RT - preserving
RT – repairing
RT – renovating
RT - rehabilitating

removing

Definition - Moving, shifting, transferring or conveying from one place to another, or taking away or getting rid of something.
BT – accounting
NT – disposing
NT - destroying
NT – shredding
RT - eliminating
RT - weeding
RT – deaccessioning
RT – purging

renovating
Definition - Making changes to objects, especially buildings or other structures, with the intention of improving their physical condition.
RT – conserving
RT - preserving
RT – repairing
RT – remodeling
RT - rehabilitating

repairing
Definition - Restoring or mending; returning (something) to a previous state of functionality.
NT – tipping
NT - fastening
RT – conserving
RT - preserving
RT – remodeling
RT – renovating
RT – rehabilitating

reporting
Definition - Relating, narrating, telling, giving an account of (a fact, event, etc.).
BT - accounting
UF - *covering*

reproducing
Definition - Producing a copy of (a work of art, picture, drawing, etc.), now *esp.* by means of engraving, photography, or similar processes.
RT – photographing
RT – imaging

rescuing
Definition - Delivering or saving (a person or thing) *from* some evil or harm.
RT - searching
RT - saving

researching
Definition - Conducting diligent and systematic inquiry or investigation into a subject or question, especially in order to discover or revise facts or theories.
RT - accessing

resolving
Definition - Answering (a question, argument, etc.); solving (a problem of any kind).
RT – adjudicating
RT – mediating
RT – arbitrating
RT – hearing
RT - settling
RT – *judging*

restoring
Definition - Physically treating an object to attempt to return it as closely as possible to its original condition, incorporating original materials as much as possible.
NT – tipping
NT - fastening
RT – conserving
RT - preserving
RT – repairing
RT – remodeling
RT – renovating
RT – rehabilitating

retaining
Definition - Keeping in custody or under control

reviewing
Definition - Going over or examining critically or deliberately.
RT - legislating
RT - criticizing
RT - auditing
RT - appraising

revising
Definition - Making a new, amended, improved, or up-to-date version of something, generally a document.
BT – *improving*
RT – amending

rewarding
Definition - Yielding value or satisfaction; regarding or recompensing as for an action.
U – awarding

ruling
Definition - Governing, exercising sovereign power over, controlling with authority.
U – governing

sampling
Definition - Selecting a limited number of typical items to represent the larger group.
BT – selecting

sanctioning
Definition – Making valid or binding usually through a formal procedure; giving effective or authoritative approval to; imposing legal obligations or penalties to a transgression.
NT – accrediting

saving
Definition – Preserving, delivering, or rescuing from danger, peril or destruction; storing, as with data; setting aside or putting into reserve; economizing.
RT – rescuing
RT – searching

scanning
Definition - creating raster graphic that reproduces a document or image by converting reflected or transmitted light into a digital signal that can be stored, transmitted, and reconstructed for display as an electronic image.
RT - digitizing
U – imaging

scheduling
Definition - Establishing appointed times for events or for the start and completion of projects or series of events; arranging for (a person or thing) to do something or *for* an event; applying disposition instructions to categories of records or information.
BT - arranging

screening
Definition - Examining systematically in order to discover suitability for admission or acceptance; reviewing materials in a collection for classified, confidential, or private information that should be restricted.
BT – examining
BT - reviewing

searching
Definition - Perusing, looking through, examining (writings, records) in order to discover whether certain things are contained there.
BT - accessing
BT - examining
NT - investigating
RT – rescuing

securing
Definition - Making (a person, a thing) secure from danger or harm; guarding, protecting; making (a person) secure *of* a present or future possession, *of* an ally or supporter, etc.
RT - protecting

seizing
Definition – Vesting ownership; putting or taking possession of.
RT – confiscating

selecting
Definition - Choosing or picking out in preference to another or others.
NT – sampling

selling
Definition - Exchanging property or services for money.
BT - marketing
RT - trading

sending
Definition - Causing (a thing) to be conveyed or transmitted by an intermediary to another person or place.
RT - shipping
RT – transmitting

sentencing
Definition - Imposing a sentence, judgment or penalty on.
BT – adjudicating
BT – mediating
BT – *judging*
BT - arbitrating

servicing
Definition - Performing maintenance or repair work on (a motor vehicle or other piece of equipment).
RT – repairing

settling
Definition - Deciding, coming to a fixed conclusion on (a question, a matter of doubt or discussion); bringing to an end (a dispute) by agreement or intervention.
BT - adjudicating
NT - hearing
RT – arbitrating
RT – mediating
RT – *judging*
RT - resolving

sharing
Definition – Dividing and distributing portions; partaking of, using, experiencing or enjoying with others; granting a share in.
RT – participating

shipping
Definition - Transporting by a carrier.
RT – sending
RT - transporting

shopping
Definition - Seeking or examining merchandise or property offered for sale, especially but not . exclusively by visiting shops.
RT – trading
RT – purchasing
RT - *buying*

shredding
Definition - Cutting or tearing into shreds or narrow strips; reducing to shreds; *spec.* reducing (documents) to unreadable strips or fragments by means of a shredder.
BT – destroying
BT – purging
BT – deaccessioning
BT - disposing
RT – weeding
RT – removing

simulating
Definition - Representing the behavior or characteristics of one system through the use of another system, especially a computer model; often used to forecast or predict the behavior of a dynamic system when real world experimentation is not feasible.
BT – forecasting
BT – predicting

socializing
Definition - Placing under government or group ownership or control; making fit for companionship with others, making sociable; converting or adapting to the needs of society..

soliciting

Definition - Entreating or petitioning (a person) for, or to do, something; urging, importuning; asking earnestly or persistently; requesting, petitioning, or suing for (some thing, favor, etc.).
RT – lobbing

speaking

Definition - Uttering or pronouncing words or articulating sounds; using or exercising the faculty of speech; expressing one's thoughts by words; delivering a speech or formal address; expressing one's opinions or views in an assembly of any kind.
BT – presenting
RT – *delivering*
RT - acting

sponsoring

Definition - Promoting and supporting (a resolution, etc.), esp. in a legislative assembly; promising, vouching for, or promoting a person, group, or organization, often by providing financial or other material support.
RT – marketing
RT - promoting

staffing

Definition - Supplying with staff or with workers.
RTP – employing
RT – *hiring*

stamping

Definition - Marking the surface of an object by applying pressure with a tool, for example, transferring an ink mark to paper or embossing soft clay; also, applying preprinted labels such as postage stamps that substitute for official stamped marks.
SN - In bookbinding, distinguished from "blocking", in which pressure is applied by a machine; also, forming objects by applying pressure with a tool.
BT - marking
NT - watermarking

standardizing
Definition - Bringing to a standard or uniform size, strength, form of construction, proportion of ingredients, or the like; testing by a standard.
RT - benchmarking

storing
Definition - Furnishing, supplying, stocking (a person, place, etc.) *with* something; keeping in store for future use; collecting and keep in reserve; forming a store, stock or supply of; accumulating, hoarding.
RT - marketing

striking
Definition - Engaging in a temporary stoppage of work in order to bring about compliance with demands.
RT – working

studying
Definition - Applying the mind to the acquisition of learning, whether by means of books, observation, or experiment; following one's educational or professional studies at a university, college, or the like; being a student or learner of some science or art *under* a professor or master.
RT – matriculating

subcontracting
Definition - Contracting with a third party to perform all or a specific part of the obligations required in a previous contract.
BT - contracting
RT – outsourcing

supervising
Definition - Overseeing, having the oversight of, superintending the execution or performance of (a thing), the movements or work of (a person).
RT – *administrating*
RT - managing
U – administering (for the activity of directing the business affairs and human and material resources of an organization or enterprise, involving primarily the formulation of policy

supporting
Definition - Strengthening the position of (a person or community) by one's assistance, countenance, or adherence; upholding the rights, claims, authority, or status of; standing by, backing up.
RT – assisting
RT - defending

surveying
Definition - Conducting an examination or inspection in order to achieve a comprehensive view, as of a place, a situation, or an area of study, or to ascertain condition or value.
RT - auditing
RT - assessing
RT - appraising

taxing
Definition - Imposing by a public authority compulsory contributions to raise revenue.
RT - assessing
RT - raising
UF - raising

teaching
Definition - Directly instructing others in knowledge, attitudes, or skills.
NT - disciplining
RT - training
RT - educating
U - training (for the acquiring or imparting of specific skills relating to particular functions or activities through instruction or practice)

terminating
Definition - Concluding or discontinuing an activity, program, or job position.
RT - firing
U - For the act of dismissing an employee, use “firing”

testing
Definition - Examining and measuring critically the qualities or abilities of something or someone, often with reference to established standards.
RT - evaluating
RT – examining
RT - measuring

tipping
Definition - Inserting a leaf into a bound work using a narrow strip of adhesive on the edge nearest the binding.
BT – preserving
BT – conserving
BT – repairing

touring
Definition – Making a tour of or visiting.
RT – guiding
RT – conducting

tracking
Definition - Searching for by following evidence until found. Following the course or movement of; constructing a chronological record of activities sufficient to enable the reconstruction, review, and examination of the sequence of environments and activities.
U - investigating

trading
Definition - Giving one thing in exchange for another.
RT - shopping
RT – selling
RT – *bartering*
UF - *bartering*

trademarking
Definition – Securing or registering trademark rights for; using distinctive words, phrases or designs to distinguish a manufacturer's or seller's product.
U – branding

training
Definition - Acquiring or imparting specific skills relating to particular functions or activities through instruction or practice.
RT - disciplining
RT – teaching
RT – educating
U – teaching (for directly instructing others in knowledge, attitudes or skills)

transferring
Definition - Conveying or taking from one place, person, etc. to another, including change of custody, ownership, responsibility, etc.
RT - conveying

transmitting
Definition – Sending or conveying from one entity to another; transferring records from one party to another.
RT – sending
RT – shipping

translating
Definition - The activity of comprehending, analyzing, and expressing written or spoken material in a different language from the original.

uniting
Definition – Putting together or linking to form a single unit; acting as one; causing to adhere.
RT – joining

validating
Definition - Making legally valid; granting official sanction; supporting or corroborating on a sound or authoritative basis; recognizing, establishing or illustrating worthiness or legitimacy; ensuring something is suitable in a particular environment
U – authenticating

valuing
Definition - Rating or scaling in usefulness, importance, or general worth.
NT - estimating
RT - appraising
RT - evaluating

verifying
Definition - Showing to be true by demonstration or evidence; confirming the truth or authenticity of; ascertaining or testing the accuracy or correctness of (something), esp. by examination or by comparison with known data, an original, or some standard; checking or correcting in this way.
U – authenticating

visualizing
Definition - Forming a mental vision, image, or picture of (something not visible or present to the sight, or of an abstraction); to render visible.

volunteering
Definition - Undertaking or offering to undertake, of one's own free will and without compensation, service to others or to some cause or institution, especially in a community context.

voting
Definition - Expressing a choice or preference by ballot or other approved means.
RT – deciding

watermarking
Definition - Adding a faint design to a physical or electronic object to identify its owner.
BT - stamping
BT - marking

weeding

Definition - Identifying and removing unwanted materials from a larger body of materials.
BT – deaccessioning
BT – purging
BT – disposing
RT - removing
RT – shredding
RT – destroying

working

Definition – Being in use; permitting or facilitating (further) activity; functioning; manifesting individual or group activities or efforts; CATALOGING · realizing a bibliographic entity in different expressions and manifestations.
RT – operating

writing

Definition -Forming or producing letters to record the ideas which characters and words express or to communicate the ideas by visible signs.
RT - communicating

zoning

Definition - Regulating land use for stated purposes.